



Request for Applications

RFA # A-192



North Carolina Rape Crisis and Victim Services Program

FUNDING AGENCY: North Carolina Department of Health and Human Services
Division of Public Health
Chronic Disease and Injury Section
Injury and Violence Prevention Branch

ISSUE DATE: June 22, 2009

IMPORTANT NOTE: Indicate agency or organization name and RFA number on the front of each application envelope or package, along with the date for receipt of applications specified below.

Applications will be received until July 31, 2009 at 5 PM.

Electronic copies of the application will be posted on our website on June 22, 2009. It can also be requested by contacting Stephanie Sidberry at the address or phone number below.

Send all applications directly to the funding agency address shown below.

Direct all inquiries concerning this RFA to:

Mailing Address:

Stephanie Sidberry, MPH
Public Health Program Supervisor
Injury and Violence Prevention Branch
NCDHHS-Division of Public Health
1915 Mail Service Center
Raleigh, NC 27699-1915
(919) 707-5429 phone
(919) 870-4803 fax
stephanie.sidberry@ncmail.net

Street/ Hand Delivery Address:

Stephanie Sidberry, MPH
Public Health Program Supervisor
Injury and Violence Prevention Branch
NCDHHS- Division of Public Health
5505 Six Forks Road, 1-3-A1
Raleigh, NC 27609
(919) 707-5429 phone
(919) 870-4803 fax
stephanie.sidberry@ncmail.net

I. INTRODUCTION

The purpose of this RFA is to prevent sexual violence and to provide assistance and services to victims of rape. Funds will be awarded to community-based rape crisis centers to build organizational capacity for rape prevention and crisis response services, including but not limited to counseling and hotlines, victims assistance services and victim and community education programs on rape prevention.

Organizations eligible to apply are rape crisis centers in North Carolina. This RFA will target females ages 12 and over whom are victims of rape and sexual assault and professionals working in the field of sexual violence prevention and services.

The total projected funding for this RFA is **\$142,755 depending on the availability of funds**. A maximum of 7 projects shall be funded under this RFA. Applicants shall be selected by a review team chosen by the Injury and Violence Prevention Branch. The maximum award for each applicant will be \$20,393. The final amount of each award will depend upon the number of proposals submitted by applicants and the total funds available from North Carolina's Preventive Health and Health Services Block Grant (PHHSBG). Successful applicants will enter into a 17 month contract period from January 1, 2010 through May 31, 2011. No assurances can be provided at this time about continued availability of funds beyond May 31, 2011.

II. BACKGROUND

North Carolina recognizes sexual violence as a serious public health problem. The NC Office of Healthy Carolinians, which sets North Carolina's 2010 Health Objectives, addresses this problem with objectives to reduce sexual assault and to increase the number of victims seeking and receiving services. The Division of Public Health's Injury and Violence Prevention Branch (IVPB) is a leader in statewide efforts to prevent sexual violence with a long history of addressing all forms of violence against women.

The mission of the North Carolina Injury and Violence Prevention Branch (IVPB) is to define and address the major statewide issues of injury and violence prevention. The desired impact of the IVPB is to reduce morbidity and mortality caused by injury and violence, and the ultimate vision of the Branch is a North Carolina free from injuries and violence where people can live to their full potential. One form of violence that takes a large toll on health and well-being is sexual violence. Rape and sexual assault are widespread problems that primarily affect women. National data indicate that as many as 1 in 6 women and 1 in 33 men experience rape or attempted rape at least once in their lifetimes,¹ while many more experience some other form of sexual violence such as harassment, peeping, threats, and other behaviors. The risk is highest among adolescents and young adults. According to an analysis of the 2000-02 NC Behavioral Risk Factor Survey data, about ten percent of North Carolina women report experiencing sexual

¹ Tjaden P, Thoennes N. *Extent, Nature, And Consequences Of Intimate Partner Violence: Findings From The National Violence Against Women Survey*. Washington (DC): Department of Justice (US); 2000. Publication No.: NCJ 181867. Available from URL: www.ojp.usdoj.gov/nij/pubs-sum/181867.htm.

violence after the age of 18². About 38% were assaulted by partners or spouses, 15% by acquaintances, and 16% by strangers. The number experiencing sexual violence is likely much higher, since the stigma associated with sexual violence continues and leads to significant under-reporting. A national study of college students found that 27 percent of the women had been victims of rape or attempted rape at least once since the age of 14. Preliminary North Carolina data indicates that the problem is widespread in this state. In a study of NC Community College women, 17 percent reported being raped, and 4 percent reported being victims.

According to the NC Council for Women and Domestic Violence Commission, the 75 rape crisis centers across North Carolina served 6,527 victims of sexual assault, and received 22,671 crisis calls between April 2007 and March 2008³. The prevalence of sexual violence and the consequences to victims, their families and friends, and to society make sexual violence a serious public health problem in North Carolina.

III. SCOPE OF SERVICES

APPLICANT ELIGIBILITY

Eligible applicants are rape crisis centers in North Carolina.

FUNDING LEVELS AND BUDGET PREPARATION

All applicants should prepare a budget that is no more than \$20,393 for the 17 month contract period of January 1, 2010 through May 31, 2011. Requested budget amounts should be realistic, and agencies should be prepared to use ALL the funds awarded them.

This 17 month contract crosses two state fiscal years, the 2009-2010 fiscal year and the 2010-2011 fiscal year, thus applicants must reflect both fiscal years on their budgets. Applicants must break down their budgets into the following funding periods:

- January 1, 2010 – May 31, 2010
- June 1, 2010 – May 31, 2011

The amount available for January 1, 2010 through May 31, 2010 is \$7,657 per applicant. Budgets for January 1, 2010 – May 31, 2010 cannot exceed \$7,657. The amount available for the period of June 1, 2010 through May 31, 2011 is \$12,736 per applicant for a total budget of \$20,393. **Any unexpended funds remaining at the end of May 31, 2010 will not roll over**

² Martin, SL, Chan R, and Rentz ED. *Physical and Sexual Violence in North Carolina: Prevalence and Descriptive Information from the 2000-2002 Surveys of the North Carolina Behavioral Risk Factor Surveillance System*. Raleigh, NC: NC Department of Health & Human Services, Division of Public health, Injury & Violence Prevention Branch, Feb. 2005.

³ NC Council for Women and Domestic Violence Commission. *Statistical Bulletin 2007-2008*. Available from URL: <http://www.nccfwdvc.com/documents/stats/2007-2008StatisticalBulletin.pdf>.

into the second budget period starting June 1, 2010. Please refer to *Appendix B* for a sample budget and narrative.

Eligible Expenses

Rape Crisis Centers may build organizational capacity for providing and sustaining rape crisis programs, including but not limited to crisis counseling and hotlines, prevention programming, community mobilization, case management, advocacy, counseling, community outreach efforts in support of direct client services and program evaluation. A more detailed list of allowable and unallowable activities related to this program is as follows:

The target populations for this proposal are:

1. Females ages 12 and over who are victims of rape and sexual assault
2. Professionals working in the field of sexual violence prevention and services

PHGB funds may be used for the following allowable activities:

- Creating or enhancing the following Governor's Crime Commission Fundamental Service Elements for Rape Crisis Programs:
 - Elements: 1& 2 For All Agencies
 - Elements: 1 – 8, 15 -18 For Combined Sexual Assault/Domestic Violence Agencies(See *Appendix A* for the full document, or it can be found at <http://www.ncgccd.org/planning/victims/servfun.pdf>).
- Salary and fringe benefits to support a rape crisis services coordinator.
- Salary and fringe benefits for administrative support.
- Salary and fringe benefits for the coordinator's supervisor (not to exceed 10% of overall salary).
- Travel expenses which would include mileage, lodging, and subsistence up to the official rate set forth by the state of North Carolina (see the Budget section of the application forms for current rates). Applicants may choose to reimburse staff at a lower rate, but may not exceed established state rates.
- Communications: costs include telephone, internet, e-mail and other communications related to project and associated unit costs.
- Supplies: supply costs associated with program activities
- Postage: postage costs associated with program activities
- Equipment: necessary equipment associated with programs and activities (note that requests >\$500 require state pre-approval).

- Incentives: funds may be used to purchase program participation incentives as long as such incentives are not cash or cash-like (e.g., gift certificates, gift cards).
- Other: All other pre-approved operational costs associated with conducting proposed programs and activities.
- Victim Response Training: funds may be used for training that focuses on how service providers should respond to victims of sexual violence (e.g., Advocates, Sexual Assault Nurse Examiner (SANE) programs, law enforcement or judicial response, etc.).
- Victim Compensation: These funds may be used to pay for costs that would otherwise be eligible for local or federal Victim Compensation reimbursement.
- Food/Refreshments: Food and refreshments may be purchased as long as it is directly related to the services offered under this proposal in accordance with state rates.
- Funds may be used to enhance current programs or services, however, funding may not be used to replace (supplant) funds already supporting a program

Ineligible Expenses

The following are ineligible expenses and should not be included in the grant application. These are listed to assist applicants in understanding the focus of the PHBG funds.

- Child Sexual Abuse Prevention Programs: These funds not be used for programs that teach children about sexual abuse in ways that make them responsible for preventing their own abuse (e.g., teaching “touching rules” and encouraging children to say “no” and report abuses).
- Lobbying, Legislative and Administrative Advocacy: These funds may not be used for the expenses of lobbying for particular victim legislation, systems improvement, or administrative reform, whether conducted directly or indirectly.
- Fundraising: Any cost of fundraising is ineligible for funding. The cost of organized fundraising (including bingo, financial campaigns, endowment drives, solicitation of gifts and bequests) incurred solely to raise capital or obtain contributions may not be charged to these funds. Likewise, the salary (or portion thereof) of persons engaged in such activities and indirect costs associated with those efforts are ineligible.

IV. GENERAL INFORMATION ON SUBMITTING APPLICATIONS

1. Award or Rejection

All qualified applications will be evaluated and award made to that agency or organization whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified by 08/31/09.

2. Decline to Offer

Any agency or organization that receives a copy of the RFA but declines to make an offer is requested to send a written "Decline to Offer" to the funding agency by July 24, 2009. Failure to respond as requested may subject the agency or organization to removal from consideration of future RFAs.

3. Cost of Application Preparation

Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

4. Elaborate Applications

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.

5. Oral Explanations

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

6. Reference to Other Data

Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.

7. Titles

Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.

8. Form of Application

Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's Performance Agreement (contract).

9. Exceptions

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and conditions by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).

10. Advertising

In submitting its application, agencies and organizations agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

11. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

12. Competitive Offer

Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

13. Agency and Organization's Representative

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

14. Subcontracting

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

15. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

16. Participation Encouraged

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

17. Contract

The Division will issue a contract to the recipient of the RFA funding. Expenditures can begin immediately upon receipt of a completely signed contract.

Please be advised that successful applicants may be required to have an audit in accordance with G.S. 143C-6-22 and G.S. 143C-6-23 as applicable to the agency's status. Also, the contract may include assurances that the successful applicant would be required to execute when signing the contract.

Agencies or organizations receiving Federal funds would be required to execute certifications regarding Environmental Tobacco Smoke, Lobbying, Debarment, and Drug-Free Workplace Requirements. See *Attachment H* to view these certifications. **They do not need to be signed for the application submission.**

Contracts with private non-profit agencies require a notarized conflict of interest policy statement, as well as a Certification of No Overdue Taxes. See the instructions on Attachments F and G, complete forms, and include in submission. (N/A if provided to DPH since 1/01/09).

Private non-profit applicants must also be registered with the North Carolina Secretary of State to do business in North Carolina, or be willing to complete the registrations process in conjunction with the execution of the contract documents.
(see www.secretary.state.nc.us/corporations).

V. APPLICATION PROCUREMENT PROCESS AND APPLICATION REVIEW

The following is a general description of the process by which applicants will be selected for funding for this project.

1. This RFA is being released to rape crisis centers on June 22, 2009 and shall be posted on the North Carolina Injury and Violence Prevention Branch's website at <http://www.injuryfreenc.ncdhhs.gov/>.
2. Written questions concerning the specifications in this Request for Applications will be received until July 10, 2009. As an addendum to this RFA, a summary of all questions and answers will be placed on the North Carolina Injury and Violence Prevention Branch's web site <http://www.injuryfreenc.ncdhhs.gov/> by July 17, 2009.
3. Applicants shall submit an original and 3 copies of the application. The original and three copies must include the required attachments. In addition, applicant organizations shall submit an electronic version of the application, line item budget and budget narrative on a rewriteable CD-RW disc, 3.5 inch disk with the hard copies. Electronic submission will not be accepted in lieu of an original. **Faxed applications will not be accepted.**
4. All applications must be received by the Department of Health and Human Services by the date and time on the cover sheet of this RFA. Faxed or e-mailed applications **will not** be accepted in lieu of the original and required number of hard copies. Original signatures are required. Note: If the US Postal Service is used, allow sufficient time for delivery to the North Carolina Injury and Violence Prevention Branch by 5:00 PM on July 31, 2009.
5. Applications from each responding agency and organization will be logged into the system and stamped with the date received on the cover sheet.
6. At their option, the application reviewers may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the reviewers are not required to request clarification: therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
7. Applications will be evaluated by a committee according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.

8. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

9. Application Process Summary Dates:

06/22/2009: Request For Applications mailed to eligible applicants.

07/10/2009: Deadline for Questions

07/17/2009: Questions and Answers posted on website

07/24/2009: Decline to Offer

07/31/2009: Applications due to the Injury and Violence Prevention Branch by 5:00 PM.

08/31/2009: Awards announced.

01/01/2010: Contracts begin

VI. APPLICATION CHECKLIST

Please be sure that all of the following items are included in your application. Assemble the application in the following order. Use a binder clip at the top left corner on each copy of the application. Number each page consecutively. Applications must be typed in 12 font, single-spaced with one inch margins, single sided.

___ Cover Letter: The application must include a cover letter, on agency letterhead (if available), signed and dated by an individual authorized to legally bind the Applicant. If said individual is not the corporate president, submit evidence showing the individual's authority to bind the Applicant. (See Attachment D: Letter from Board President/Chairperson Identifying individual(s) Authorized to Sign Contracts.) Include in the cover letter the legal name of the Applicant agency, the RFA number, the federal tax identification number and the closing date for applications.

___ Application Face Sheet (page #2) followed by a completed application.

___ Completed Application Form (20 pages maximum)

___ Attachment A: Letters of Agreement and Statements of Support

___ Attachment B: Project Budget-include a budget in the format provided. Indirect Costs are not allowed.

___ Attachment C: 501 (c) (3) Letter (Private Non-Profit Agencies) -- Public organizations shall submit a document verifying their legal name and tax identification number. Private not-for-profit agencies shall submit a copy of their IRS 501 (c) (3) letter. Private not-for-profit agencies shall submit a copy of their IRS 501 (c) (3) letter. N/A if provided to the DPH since 01/01/09.

___ Attachment D: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Contracts. Local government agencies should obtain the signature of town manager, chair of county commissioners, etc. N/A if provided to the DPH since 01/01/09.

___ Attachment E: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Expenditure Reports. Local government agencies should obtain the signature of town manager, chair of county commissioners, etc. N/A if provided to the DPH since 01/01/09.

___ Attachment F: Notarized Conflict of Interest Policy (Applies to Private Non-Profits). N/A if provided to the DPH since 01/01/09.

___ Attachment G: Certification of No Overdue Taxes (Applies to Non-public entities and financial assistance contracts). N/A if provided to the DPH since 01/01/09.

___ Attachment H: Federal Certifications – Included for reference only. Certifications are not to be signed at time of application.

___ Attachment I: Agency Organizational Chart

___ Attachment J: Staff Resumes

___ Attachment K: Evaluation Tools

___ Attachment L: Board of Directors List (with Term Expirations)

VII. APPLICATION FACE SHEET

This form provides basic information about the applicant and the proposed project with *Rape Crisis and Victim Services Program*, including the signature of the individual authorized to sign “official documents” for the agency. This form is the application’s cover page. Signature affirms that the facts contained in the applicant’s response to RFA # A-192 are truthful and that the applicant is in compliance with the assurances and certifications that follow this form and acknowledges that continued compliance is a condition for the award of a contract. Please follow the instructions below.

1. Legal Name of Agency:	
2. Name of individual with Signature Authority:	
3. Mailing Address (include zip code+4):	
4. Address to which checks will be mailed:	
5. Street Address:	
6. Contract Administrator: ■ Name: ■ Title:	■ Telephone Number: ■ Fax Number: ■ E-mail Address
7. Agency Status (check all that apply): <input type="checkbox"/> Public <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Local Health Department	
8. Agency Federal Tax ID Number:	
9. Agency’s Financial Reporting Year:	
10. Current Service Delivery Areas (county(ies) and communities):	
11. Proposed Area(s) To Be Served with Funding (county(ies) and communities):	
12. Amount of Funding Requested	
13. Projected Expenditures: Does applicant’s state and/or federal expenditures exceed \$500,000 for applicant’s current fiscal year (excluding amount requested in #12) Yes <input type="checkbox"/> No <input type="checkbox"/>	
The facts affirmed by me in this application are truthful and I warrant that the applicant is in compliance with the assurances and certifications contained in NC DHHS/DPH Assurances Certifications. I understand that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. The governing body of the applicant has duly authorized this document and I am authorized to represent the applicant.	
14. Signature of Authorized Representative:	15. Date

VIII. APPLICATION FORM

Cover Letter

A cover letter on agency letterhead should be signed by the executive director of the agency submitting the application. It should include the following:

- A strong commitment to the proposed activities.
- A statement that the proposed activities are not an existing set of activities supported by other funds.

Application Face Sheet

This form serves as the cover page of the application. It provides basic information about the applicant and the proposed project, including the signature of the individual authorized to sign official documents for the agency. Complete the application face sheet with the information requested. The Application Face Sheet should have **original signatures**.

Abstract

Include a one page maximum abstract that briefly describes your application. The abstract should include the following:

- Characteristics of the population to be served
- Services that shall be offered (i.e., what, when, where, how often, how many)
- Any collaborative partners

Section 1: Needs Assessment (15% of Score)

You may use no more than four pages for this section (not including appendices). These instructions may be deleted to maximize space.

Describe the county or area you will be serving: include information about the population(s) who lives there, the size and geographic diversity of the area, and any other factors that may impact your activities (e.g., urban/rural, transportation, industry and economic conditions, recent events, etc.).

Describe the need for rape crisis services in your area community. Include data on victimization and perpetration of various forms of sexual violence, limitations of the data, social norms you are aware of that may promote or prevent sexual violence, and anything else that may indicate a need for creating or enhancing rape crisis services.

Section 2. Description of Organization/Agency (15% of Score)

You may use no more than three pages for this section (not including appendices). These instructions and items below may be deleted to maximize space.

- A. Provide a description of the agency/organization. Include the following **REQUIRED** items:
- A description of the agency/organization and its purpose (including the mission statement)

- A brief history of the applicant agency (how, when, and why your agency was established) including any changes in mission and the reasons for these changes.
- An organizational chart (include as Attachment I)

Section 3: Program Plan (25% of Score)

You may use no more than six pages for this section. These instructions and items below may be deleted to maximize space.

List the goals and measurable objectives your organization will address in your program, including strategies for achieving them and how you will measure success. Goals and Objectives should be “SMART”: Specific, Measurable, Attainable, Realistic, and Time bound/phased (See Appendix C: Writing Goals and Objectives).

This section should also contain a description of how the applicant will manage the program, including information on the skills and experiences of the program staff. The applicant should provide a complete staffing plan describing each existing or proposed position by title, percentage of time/effort on the project, and a brief job description for the position. If the identity of the individual who will fill a position is known, his or her name should be listed in the budget and budget justification narrative. In addition, a copy of all program staff resumes who are listed in the budget should be included in the application under *Attachment J*. In all cases it should be clearly described whom the staff member will supervise and/or report to. The applicant is required to include as the *Attachment L* Board of Directors list including term expirations (if applicable).

The applicant should describe how it will determine the training needs of the program’s staff and subcontracted service providers (if applicable) and how it will make provisions for the training. The applicant shall demonstrate how it will perform program monitoring and evaluation of services offered. The applicant should attach any evaluation tools such as client satisfaction surveys or training evaluation forms as *Attachment K*.

Section 4: Organizational Capacity (15% of Score)

You may use no more than four pages for this section (not including appendices). These instructions and items below may be deleted to maximize space.

The applicant should describe the agency’s current activities, services, and its experience providing these services. The applicant should outline their agency’s experience administering grant funds and explain how the agency can reasonably meet the demands of the project activities. If the agency plans on using subcontractors, their organizational capacity should be included in this section as well. An organizational chart should be included as *Attachment I*.

Section 5: Community Support (10% of Score)

These instructions and items below may be deleted to maximize space.

Provide letters of support in *Attachment A* from other community agencies/organizations and individuals that show a strong commitment for this application and/or rape crisis services in your community, as well as ongoing support of, and involvement with your agency. NOTE: Letters of support should be individualized and should speak to the unique relationship the author and/or his or her agency has with the applicant.

Newspaper articles about your program and other documents detailing general community support would be helpful to include in *Attachment A*.

Section 6: Budget (20% of Score)

You must utilize the budget and narrative format provided and include as Attachment B. These instructions and items below should be deleted.

Applicants must complete a budget and budget justification narrative listing all expenses for the proposed project. The budget and budget template is provided in *Appendix B*. Budgets will vary greatly from agency to agency, thus use the enclosed sample budget only as a guide to assist with creating your budget. Please include your completed program budget and narrative under *Attachment B*. **Any unexpended funds remaining at the end of May 31, 2010 will not roll over into the second budget period starting June 1, 2010.** Line items within budgets should include whole numbers only. If necessary, round up or down to reach the nearest whole number. In-kind or matching funds are not required for this program. Guidance for the main categories in budgets is found below.

Personnel

Salary and fringe for program staff should be calculated in the budget section of the application. Provide a justification, personnel/staff names (if known), position title, description of any positions that will be funded with grant funds and annual salary, prorated salary and FTE. Include specifics such as \$___ x months = ___. Refer to *Appendix B* for an example.

Travel

Identify titles of staff whose travel is supposed, briefly explain the purpose of the travel and how it relates to the action plan, and provide an estimate of mileage and per diem costs showing how those expenses were calculated. (note: travel must be computed at rates up to the current State regulations).

Mileage should be based on rates located on the North Carolina Office of State Budget and Management's (OSBM) web page under the "Memorandums" link. Mileage rates fluctuate with the price of fuel, thus the OSBM will release a memorandum entitled "IRS Mileage Rate Change" when there is a change in this rate. This memorandum can be found at http://data.osbm.state.nc.us/pls/pbis/dyn_osbmweb_libmemos.show?p_arg_names=context&p_arg_values=res. Effective January 1, 2009, the business standard mileage rate is .55 cents per mile.

For other travel related expenses, please refer to the OSBM's North Carolina Budget Manual, pages 130 – 140. This manual can be found at the following address:
http://www.osbm.state.nc.us/files/pdf_files/2007BudgetManual.pdf. Current rates for travel and lodging may be found in the chart below. However, it is recommended that the applicant visit the North Carolina Budget Manual to verify rates prior to submission of the application.

Current rates for travel and lodging:

Meals		In-State	Out of State
	Breakfast	\$7.50	\$7.50
	Lunch	\$9.75	\$9.75
	Dinner	\$16.75	\$19.00
		\$34.00	\$36.25
Lodging	(Maximum)	\$63.75	\$75.50
Total			
Mileage	\$ up to .55 per mile		

Operating Expenses

Operating expenses generally include costs for rental space (must include the square footage of the space) and should be comparable to prevailing rents in the surrounding geographic area. Applicants should include the costs of utilities and telephone services only when directly related to program activities. Cost for the purchase or rental, lease and maintenance of equipment may be included. You need provide only a reasonable dollar amount for general office supplies like pens, paper, etc. Provide justification for supply items other than general office supplies. Show calculation of cost.

Equipment

Includes major equipment such as computer, copiers, etc. Expenses for any equipment to be purchased may not exceed \$5,000. List any equipment to be purchased, its estimated price and a justification for each item.

Contracted Services

These costs generally include services that are outsourced such as bookkeeping and/or accounting services, training, etc. Provide justification for all sub-contracted services. The justification should include the name of the contractor if known, the scope of work, the period of performance and expected outcomes or products. **Explain how cost is deemed reasonable.**

The program budget should contain detailed, itemized budget information that reflects personnel and other direct costs, and the amount to be spent in each category and line item. The budget

must be completed using Microsoft Excel. The justification narrative should contain a written justification for each budget line item and must be completed in Microsoft Word. The justification shall include sufficient detail to clearly reflect how the applicant arrived at the budget figures. The budget and justification narrative should match each other line by line.

Criteria for Evaluating Applications

The following criteria shall be used to evaluate applications submitted for funding:

- **Needs Assessment** — Has the applicant described the area to be served? Has the applicant demonstrated that sufficient need exists for these services in their community?
- **Program Plan** — To what extent is the applicant's approach and activities appropriate for achieving each stated outcome? Are the planned approaches logical and sequential? Are the outcomes stated in measurable terms and include timeframe? Has the applicant developed a practical plan for providing necessary training to its staff? What is the applicant's plan to monitor and evaluate the programs and services that the organizations offers?
- **Organizational Capacity** – How well does the applicant demonstrate its ability to successfully conduct the project in the stated time as determined by: its management and staffing capability and experience; educational qualifications and experience of proposed staff or requirements for them to be hired for proposed positions; and staff level of effort? Is a chart provided which clearly indicates the structure of the organization? Are lines of authority and accountability among the proposed staff and any proposed contractors clearly delineated and appropriate?
- **Community Support** – Have letters of support from other community agencies/organizations and individuals that show a strong commitment for this application and/or rape crisis services been included? Were letters be individualized to the unique relationship the author and/or his or her agency has with the applicant?
- **Program Budget/Justification Narrative** — Does the budget reflect the proposed activities in the Program Plan? Are the amounts budgeted reasonable and appropriate?

The Injury and Violence Prevention Branch shall facilitate a comprehensive review process. Each application shall be required to pass an initial screening process for completeness. Applications which do not pass this screening review shall be excluded from further review. The screening procedures shall include a determination of whether all required documents, forms, and formats are included and completed properly. Applications passing this initial screening shall then be reviewed based on the following criteria:

Needs Assessment	15 Points
Description of Organization	15 Points
Program Plan	25 Points
Organizational Capacity	15 Points
Community Support	10 Points
Budget/Justification Narrative	<u>20 Points</u>
Highest possible score	100 Points

APPENDIX A

DRAFT

Fundamental Service Elements and their Descriptions

Elements Governing All Agencies.....	2-3
Elements Governing “Combined Agencies.....	4-10
Elements Governing “Stand Alone” Domestic Violence Programs.....	11-13
Elements Governing “Stand Alone” Sexual Assault Programs.....	14-15

For All Agencies

#1 Fundamental Service Element: All services should be provided free of charge, except in the delivery of counseling services and only when clients are able and willing to pay. In these cases, fees should be structured on a sliding scale basis.

Rationale and Explanation: All services should be designed to remove as many obstacles as possible, including those that are financial in nature. Victims of domestic violence and sexual assault could be faced with poverty or other economic factors, like medical bills related to exams and/or treatment of injuries that make compensating providers for services a hardship. In addition, victims may also be faced with other obstacles related to their victimization, such as a lack of access to household resources, as a result of economic abuse.

Although this fundamental service element allows providers to charge in certain instances, it should be noted that the federal Victims of Crime Act prohibits the charging of fees for services that are delivered by staff that are supported with Victims of Crime Act funds. In addition, in the event agencies seek to charge for their services, approval must be requested and received from the Governor's Crime Commission and will entail a rigorous process of assuring that all proceeds are reinvested into the program.

This fundamental service component is part of the grant agreement agencies enter into to receive state funding for domestic violence and sexual assault services.

#2 Fundamental Service Element: Services cannot be denied based on a client's immigration status.

Rationale and Explanation: As noted above, it is very important that victims face as few obstacles as possible when they turn to service providers for assistance. Persons who experience any type of victimization who are not originally from this country may fear that their immigration status might exclude them from help, or worse, jeopardize their ability to remain in this country. Public policy has evolved so that some of these fears are largely unfounded, but sometimes are not widely known or understood. For example, there are no laws that prohibit delivering services to persons who are not legal citizens of the United States. In fact, the federal Violence Against Women Act contains specific provisions that are designed to provide legal remedies for battered immigrant women. There are also other relevant laws or policies that require that services be provided, regardless of a person's immigration status. These include:

A federal law that battered immigrant women, including undocumented immigrants, is guaranteed the same access to shelters and transitional housing for up to two years as U.S. citizens. [Source: Memorandum from Secretary, U.S. Dep't of Housing and Urban Development, to HUD Fund Recipients 2 (Jan. 19, 2001); Fact Sheet: Access to HHS-Funded Services for Immigrant Survivors for Domestic Violence, Dep't of Health and Human Servs., Washington, D.C., Jan. 19, 2001]

Denial of services to immigrants may constitute a violation of Title VI of the Civil Rights Act of 1964. This Act prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Federal funds provided to local social service programs or to states for state-based programs, including shelters, hospitals or battered women's programs, are not "federal public benefits" and immigrant access to these programs is not restricted.

Both non-profit and charitable organizations are exempt from immigration status verification and reporting, regardless of whether they receive federal, state or local funding.

Amendments to the immigration statute eliminated the requirement that non-profit charitable organizations seek confirmation that an applicant is a qualified immigrant, thereby allowing all immigrants to access benefits provided by these organizations.

An order was issued from the US Attorney General's Office directing that short-term shelter programs offered at the community level (including emergency shelters and transitional housing for up to 2 years) must be open to all immigrants, even those who are undocumented.

This fundamental service component is part of the grant agreement agencies enter into to receive state funding for domestic violence and sexual assault services.

For “combined” agencies

#1 Fundamental Service Element: Agencies must have staff that are adequately trained on domestic violence and sexual assault and are able to provide information, advocacy, case management, counseling and referral for services, including clinical services.

Rationale and Explanation: Information, advocacy, case management, counseling, and referral for services including clinical services are the fundamental components of services to victims. All of these services should be a standard part of service delivery for victims of domestic violence and victims of sexual assault. It is important that combined programs assure that these services are available for persons that have been sexually assaulted outside of an intimate partner relationship and that they are delivered by staff who have received training. For example, an adult that has experienced sexual assault during their childhood should have access to staff that are trained to understand the dynamics of this type of victimization and to respond to the needs of that person seeking services.

This fundamental service component is part of the grant agreement agencies enter into to receive state funding for domestic violence and sexual assault services.

#2 Services should be provided free of charge, except in the delivery of counseling services and only when clients are able and willing to pay. In these cases, fees should be structured on a sliding scale basis.

Rationale and Explanation: See page 2, #1.

#3 Fundamental Service Element: Services cannot be denied based on a client's immigration status.

Rationale and Explanation: See page 2, #2.

Hotline Services:

#4 Fundamental Service Element: Hotlines must be operational all of the time.

Rationale and Explanation: Hotlines are the main method that victims, their friends and family, and professionals, access agency services and learn about the issues of sexual assault and domestic violence. It is a widely accepted reality that survivors must choose the times they call carefully to assure their safety, may take a long time to make the decision to reach out for help, and are likely to be in crisis when they call. These reasons suggest that hotlines be operation 24 hours per day, seven days per week in order to be optimally responsive to the community.

This fundamental service component is part of the grant agreement agencies enter into to receive state funding for domestic violence and sexual assault services.

#5 Fundamental Service Element: The response must be “live.”

Rationale and Explanation: Because of the immediacy of the needs of callers, and the intense nature of why persons call hotlines, it is important that people receive a “live” response; they should never be routed to an answering machine to leave a message or not have access to immediate help, assistance, or support. Voice mail systems and greetings are acceptable when necessary, but only if they immediately advise callers how to access a live response. For example, the recording should advise callers to “press 0” to connect immediately to a person that is trained to help.

This fundamental service component is part of the grant agreement agencies enter into to receive state funding for domestic violence and sexual assault services.

#6 Fundamental Service Element: It always preferable to have a trained advocate handling hotline calls directly. It is required that trained advocates answer the hotline during business hours (e.g. weekdays during an 8 hour work day). During other hours, e.g. weekends and after hours, programs may use an answering service. In those circumstances, the caller must have access to a trained advocated within 1 hour of their call.

Rationale and Explanation: Same rationale as above.

#7 Fundamental Service Element: Hotline services must include information regarding the issue, local resources, support, and crisis intervention.

Rationale and Explanation: Information about victimization, information regarding local resources, the provision of support, and crisis intervention are the main reasons why persons call hotlines. They are the basics to a hotline response for victims, and therefore, must be available to all callers. Services must include these four categories and must be available regarding both types of violence – sexual assault and domestic violence.

#8 Fundamental Service Element: Greetings must be easily recognizable to the caller to verify that they have reached a hotline. Greetings that leave a question in the caller’s mind as to who they have reached are not acceptable.

Rationale and Explanation: A standard greeting that lets the caller know they have reached a hotline specifically designed to respond to the needs of victims of domestic violence and/or sexual assault is required. It is suggested that the phone be answered with the name of the agency, for example. Callers should not have to wonder whether they’ve reached the correct number, given the sensitive nature of their call and the ambivalence they may be experiencing in reaching out for help.

Some providers worry that the person victimizing the caller will discover that they have reached out for help by re-dialing the number. Providers are encouraged to adopt practices that guard against this, rather than disguising where the person has called. For example, callers can be advised to dial a different number after they hang up so that re-dial will not provide information about the hotline they called.

Shelter Services:

#9 Fundamental Service Element: Staff or volunteers should be on site for safety and support.

Rationale and Explanation: From a program perspective, it is expected that families who are provided with shelter by the program are experiencing some degree of crisis and may require the support of staff or volunteers (i.e. non residents who are trained and experienced with the issue of domestic violence) at any time during their stay. In fact, it is not unusual for residents to seek counsel, support, and information during the evening hours, after their children have retired for the night. Having a trained volunteer or staff person scheduled to be on site provides other benefits, as well. Residents are able to gain entry into the shelter on an emergency basis, i.e. in the middle of the night, and residents requiring medical care or other attention have immediate access to that help or to someone that is able to coordinate the delivery of that assistance.

An added benefit to staffing the shelter during overnight hours is that it presents an opportunity for the hotline to be answered on a continuous basis and to avoid the utilization of an answering service which requires that the client wait to be connected to a trained advocate.

Aside from the program issues and the determination of what is in the best interest of the client, there are legal issues that are also relevant. Residents entering shelter have an expectation that that they will be protected from external threats including their abusive partners, as well as those that might threaten them internally including, for example, a building hazard including fires or malfunctioning systems.

Finally, although peer support is an important component of recovery from victimization, program clients should not be in the position of being or feeling ultimately responsible for the physical or emotional safety of other residents and/or their children.

#10 Fundamental Service Element: Basic needs, including food and hygiene, should be met with program resources.

Rationale and Explanation: Families entering shelter should not be required to provide their own food or hygiene products. Programs should use grant or other funding to provide these resources, and/or, seek community support in the form of donations. These items should include things like feminine products, soaps, shampoos, toilet paper, and diapers. This does not mean that residents should not be allowed to bring or buy their own groceries or hygiene products. They simply cannot be required to do so.

This fundamental service component is part of the grant agreement agencies enter into to receive state funding for domestic violence and sexual assault services.

#11 Fundamental Service Element: The written intake process should include procedures for screening, referral, and/or the delivery of services to victims with mental or physical health concerns, and substance abuse concerns.

Rationale and Explanation: It is important that programs have procedures for responding to issues that occur routinely. Among those issues are the presence of physical or mental health concerns and the abuse of substances. These also represent potential obstacles to recovery from victimization and require specific services or interventions tailored to the client's needs. This fundamental service component does not direct programs in specifics as to their procedures, but leaves the details of accessing adequate resources and identifying these issues during the written intake process for shelter, up to the individual program.

#12 Fundamental Service Element: Prioritize families in imminent danger.

Rationale and Explanation: Some programs operate under a philosophy that any person or family in crisis should have access to basic needs, including shelter. Unfortunately, there is still a need for additional shelter space in the state and it is therefore required that programs prioritize those persons or families who are in imminent danger. The details of how to prioritize these needs is left up to individual programs.

#13 Fundamental Service Element: Shelter should be in an undisclosed location or in a secure facility.

Rationale and Explanation: It is a reality that in some communities in North Carolina, it is impossible to site the shelter in an undisclosed location. In addition, some programs have decided that their safety is enhanced by the community knowing where they are located. This service element directs that if the decision is made to disclose the location of the shelter, that a plan be developed and put into place that provides security to staff, volunteers, visitors and/or residents of the shelter. This might involve anything from an alarm system, a monitoring or surveillance system, to architectural plans that enhance security like well lit, visible areas, low or no shrubbery, and the strategic use of organizations or agencies that are situated nearby, i.e. law enforcement. This is especially important for programs whose policies allow persons to reside in the shelter and to maintain the routines they had prior to entering shelter, i.e. kids attend the same school, adult has same employer, creating the possible that they could be followed back to the shelter by someone intending them or others harm.

#14 Fundamental Service Element: Access to all agency services, including case management, counseling, and advocacy including legal advocacy.

Rationale and Explanation: This element simply makes clear that the services that are available to clients living in the community must also be available to those residing in shelter, including case management, individual and group counseling, and advocacy.

#15 Fundamental Service Element:

Group Counseling Services:

Regularly scheduled open or closed support groups.

Less than a 12 week wait for closed groups.

Agency exercise to respond to adult survivors of childhood abuse, sexual abuse within an intimate relationship, and stranger sexual assault.

Facilitated by trained staff or trained volunteer.

Rationale and Explanation: One of the primary reasons given by programs for not holding support groups is "lack of demand." In order to provide the fullest access to supportive services as possible, programs should schedule support groups (it is up to the program to schedule "open" groups that are ongoing, or "closed" groups that have a specific beginning and end date) and to advertise these groups widely within the community. Because no community is immune from sexual or domestic violence, it is assumed that persons who could benefit from this service live in the community, but may be reluctant to seek services or not know about their availability. Programs are encouraged to be creative and diligent in their efforts to recruit support group members.

It is important that once persons have asked for assistance with the issues of sexual assault and/or domestic violence, the service is provided in a reasonable amount of time. For that reason, it is required that persons not be asked to wait longer than 12 weeks to enroll in a support group.

Because there are multiple types of victimization that may emerge during a support group, it is required that programs employ staff or utilize volunteers who possess the necessary expertise to assist support group members with issues that arise. The primary forms of sexual assault persons experience include victimization as a child, sexual assault within an intimate relationship, and sexual assault by a stranger or acquaintance, making it necessary to assure agency expertise in these areas.

Groups should be facilitated by persons that are either employed by the agency or who have been trained as volunteers and/or their credentials have been reviewed and approved by the agency. Programs should not allow other group members to facilitate the group.

#16 Fundamental Service Element:

Individual Counseling Services:

Counseling or clinical treatment by the program or, a referral mechanism for mental health and substance abuse services.

Rationale and Explanation: There is evidence that victims served by domestic violence and sexual assault programs, as reported by programs, experience mental health and substance abuse problems at a significant rate. Programs may choose to deliver the necessary counseling services to respond to clients' needs, or, may utilize community resources in this regard. In addition, the program must be able to determine whether the client needs clinical treatment, i.e. medication for treatment of mental illness, detoxification services for substance abuse, and to provide that treatment or coordinate the provision of that treatment in the community.

Advocacy Services:

#17 Fundamental Service Element:

Medical Advocacy for Sexual Assault Survivors:

Assisting the client in making informed decisions about medical care, including a referral for a forensic exam.

Information about medical care and concerns.

Support, including accompaniment at medical exams. Program should be available within 3 hours of request following an assault, or, available for follow up exams with 24 hour notice.

Rationale and Explanation: The health care system is an important component of the response to sexual assault survivors. First, medical treatment may be necessary following an assault, for the well being of the victim. Second, medical evaluation and assistance may be important to a successful prosecution of a sexual assault crime. In either instance, the program must be prepared to provide information and support to a victim entering the health care system.

Programs are required to respond to a request for accompaniment to a health care provider in a timely manner; programs should provide accompaniment following an assault within 3 hours of the request made by a victim, and, programs should provide accompaniment to follow up visits or exams with a 24 hour notice.

#18 Fundamental Service Element:

Legal Advocacy for Sexual Assault Survivors:

Information regarding the reporting of crimes and the functions of the civil and criminal justice systems.

Support, including accompaniment to civil or criminal proceedings.

Referrals to legal representation, including Legal Aid of North Carolina.

Rationale and Explanation: There are a number of legal remedies available to victims of sexual assault and victims of domestic violence. In both cases, remedies fall within the

civil and criminal justice systems. For example, for victims of sexual assault, they may be eligible for a civil protective order, or, may press charges under the state's criminal statutes. Similarly, victims of domestic violence may be eligible for a domestic violence protective order, and/or, pursue a criminal case against the batterer. Both systems are complex, and can be difficult to understand, especially in a time of crisis. They can also be intimidating and overwhelming, especially for persons that may believe they aren't entitled to justice under these systems. Finally, these systems can operate with local discretion, so they may be different in some ways from jurisdiction to jurisdiction, making explanations of how they work very important.

An integral part of providing support to victims who are negotiating the civil or criminal justice systems is by providing accompaniment to various hearings and proceedings.

There is a shortage of affordable and accessible legal representation for many victims of sexual assault and/or domestic violence, in North Carolina. Programs are encouraged to recruit local, qualified attorneys to provide pro bono services or representation at a reduced rate. In addition, programs are required to establish a referral mechanism with Legal Aid of North Carolina or other legal services offices in the state. These offices are funded to provide services to victims of domestic violence.

For domestic violence agencies

#1 Fundamental Service Element: Staff must be trained on sexual abuse and sexual assault.

Rationale and Explanation: Sexual abuse occurs routinely in battering relationships and requires specific training by staff to adequately understand, support, and provide assistance to or coordinate that assistance to victims. In addition, many adult victims of domestic violence have experienced sexual abuse or assault at other times in their lives, either as children or adults, and within or outside of an intimate partner relationship. Therefore, staff must have training specifically on the dynamics of sexual abuse and sexual assault so that they are prepared to respond to the needs of domestic violence victims.

#2 Fundamental Service Element: Services should be provided free of charge, except in the delivery of counseling services and only when clients are able and willing to pay. In these cases, fees should be structured on a sliding scale basis.

Rationale and Explanation: See Page 4, #2.

#3 Fundamental Service Element: Services cannot be denied based on a client's immigration status.

Rationale and Explanation: See Page 4, #3.

Hotline Services:

#4 Fundamental Service Element: Hotlines must be operational all of the time.

Rationale and Explanation: See page 4 , #4 .

#5 Fundamental Service Element: The response must be "live."

Rationale and Explanation: See page 5 , #5.

#6 Fundamental Service Element: It always preferable to have a trained advocate handling hotline calls directly. It is required that trained advocates answer the hotline during business hours (e.g. weekdays during an 8 hour work day). During other hours, e.g. weekends and after hours, programs may use an answering service. In those circumstances, the called must have access to a trained advocated within 1 hour of their call.

Rationale and Explanation: See page 5, #6 .

#7 Fundamental Service Element: Hotline services must include information regarding the issue, local resources, support, and crisis intervention.

Rationale and Explanation: See page 5, #7.

#8 Fundamental Service Element: Greetings must be easily recognizable to the caller to verify that they have reached a hotline. Greetings that leave a question in the caller's mind as to who they have reached are not acceptable.

Rationale and Explanation: See Page 5, #8.

Shelter Services:

#9 Fundamental Service Element: Staff or volunteers should be on site for safety and support.

Rationale and Explanation: See page 6, #9.

#10 Fundamental Service Element: Basic needs, including food and hygiene, should be met with program resources.

Rationale and Explanation: See page 6, #10.

#11 Fundamental Service Element: The written intake process should include procedures for screening, referral, and/or the delivery of services to victims with mental or physical health concerns, and substance abuse concerns.

Rationale and Explanation: See page 7, #11.

#12 Fundamental Service Element: Prioritize families in imminent danger.

Rationale and Explanation: See page 7, #12.

#13 Fundamental Service Element: Shelter should be in an undisclosed location or in a secure facility.

Rationale and Explanation: See page 7, #13.

#14 Fundamental Service Element: Access to all agency services, including case management, counseling, and advocacy including legal advocacy.

Rationale and Explanation: See pages 7-8, #14.

Counseling Services:

Fundamental Service Element #15:

Group:

**Regularly scheduled open or closed support groups.
Less than a 12 week wait for closed groups.
Agency exercise to respond to sexual abuse within an intimate relationship.
Facilitated by trained staff or trained volunteer.**

Rationale and Explanation: See page 8, #15.

Fundamental Service Element #16:

Individual:

**Counseling or Clinical Treatment by program or, a referral mechanism for
Mental Health and Substance Abuse Services.**

Rationale and Explanation: See page 8, #16.

Advocacy Services:

Fundamental Service Element #17:

Legal:

**Information regarding the reporting of crimes and the functions of the civil
and criminal justice systems.
Support, including accompaniment to civil or criminal proceedings.
Referrals to legal representation, including Legal Aid of North Carolina.**

Rationale and Explanation: See page 9, # 17.

For sexual assault agencies

NOTE: All rationales and explanations are the same for this section as outlined in the combined agency section, pgs. 4 – 10.

#1 Fundamental Service Element: Services should be provided free of charge, except in the delivery of counseling services and only when clients are able and willing to pay. In these cases, fees should be structured on a sliding scale basis.

#2 Fundamental Service Element: Services cannot be denied based on a client's immigration status.

Hotline Services:

#3 Fundamental Service Element: Hotlines must be operational all of the time.

#4 Fundamental Service Element: The response must be "live."

#5 Fundamental Service Element: It always preferable to have a trained advocate handling hotline calls directly. It is required that trained advocates answer the hotline during business hours (e.g. weekdays during an 8 hour work day). During other hours, e.g. weekends and after hours, programs *may* use an answering service. In those circumstances, the called must have access to a trained advocated within 1 hour of their call.

#6 Fundamental Service Element: Hotline services must include information regarding the issue, local resources, support, and crisis intervention.

#7 Fundamental Service Element: Greetings must be easily recognizable to the caller to verify that they have reached a hotline. Greetings that leave a question in the caller's mind as to who they have reached are not acceptable.

Counseling Services:

#8 Fundamental Service Element:

Group:

**Regularly scheduled open or closed support groups.
Less than a 12 week wait for closed groups.**

**Agency exercise to respond to adult survivors of childhood abuse, sexual abuse within an intimate relationship, and stranger sexual assault.
Facilitated by trained staff or trained volunteer.**

#9 Fundamental Service Element:

Individual:

Counseling or Clinical Treatment by program or, a referral mechanism for Mental health and Substance Abuse Services.

Advocacy Services:

#10 Fundamental Service Element:

Medical:

**Assisting the client in making informed decisions about medical care, including a referral for a forensic exam.
Information about medical care and concerns.
Support, including accompaniment at medical exams. Program should be available within 3 hours of request following an assault, or, available for follow up exams with 24 hour notice.**

#11 Fundamental Service Element:

Legal:

**Information regarding the reporting of crimes and the functions of the civil and criminal justice systems.
Support, including accompaniment to civil or criminal proceedings.
Referrals to legal representation, including Legal Aid of North Carolina.**

APPENDIX B
SAMPLE BUDGET AND NARRATIVE

Smith County Rape Crisis Center				
January 1, 2010 - May 31, 2011 Budget				
\$20,393				
	PHBG	FY 09-10	Fy 10-11	Total
	<u>Funding</u>	<u>1/1/10- 5/31/10</u>	<u>6/1/10- 5/31/11</u>	Budget
ADMINISTRATION:	\$3,663.00	\$1,293.00	\$2,370.00	\$3,663
<u>Salary/Fringe:</u>	\$3,663.00	\$1,293.00	\$2,370.00	\$3,663
Office Assistant IV (.1 FTE)	\$2,978.00	\$1,051.00	\$1,927.00	\$2,978
Fringe Benefits (23%)	\$685.00	\$242.00	\$443.00	\$685
DIRECT SERVICES:	\$16,730.00	\$6,364.00	\$10,366.00	\$16,730
<u>Salary/Fringe:</u>	\$15,897.00	\$5,749.00	\$10,148.00	\$15,897
Victim Services Advocate (.25 FTE)	\$12,750.00	\$4,500.00	\$8,250.00	\$12,750
Fringe Benefits (23%)	\$2,933.00	\$1,035.00	\$1,898.00	\$2,933
Travel	\$214.00	\$214.00	\$0.00	\$214
<u>Operating Expenses:</u>	\$333.00	\$115.00	\$218.00	\$333
Telephone	\$257.00	\$90.00	\$167.00	\$257
Postage	\$76.00	\$25.00	\$51.00	\$76
<u>Equipment:</u>	\$500.00	\$500.00	\$0.00	\$500
Computer for Victim Services Program	\$500.00	\$500.00	\$0.00	\$500
Total	\$20,393.00	\$7,657.00	\$12,736.00	\$20,393

**Public Health Block Grant
Smith County Rape Crisis Center
January 1, 2010 - May 31, 2011 Budget**

ADMINISTRATION

\$3,663.00

Salary/Fringe

Jane Doe, Office Assistant IV

\$2,978.00

.10 FTE, Annual Salary \$29,780

Ms. Doe will prepare monthly billing for the program and be responsible for coordinating program staff travel and sending mail as needed. The grant will fund 10% of her annual salary for 17 months.

Fringe Benefits

\$685.00

Fringe benefits equaling 23% of this total salary are included for the salary of Ms. Doe.

Fringe benefits include:

Health Insurance	6.10%	\$181.68
401(k)	6.00%	\$178.70
FICA	7.65%	\$227.85
Unemployment Insurance	3.25%	\$ 96.80
Total:		\$685.03

DIRECT SERVICES

\$16,730

Salary/Fringe

Janet Dare, Victim Services Advocate

\$12,750.00

.33 FTE, Annual Salary \$38,250

As a Victim Services Advocate for Smith County Rape Crisis Center, Ms. Dare provides a number of services for our clients who have experienced sexual assault:

- case management
- individual and group counseling
- accompaniment to medical services, law enforcement interviews and court proceedings
- information and referrals

Fringe Benefits

\$2,933.00

Fringe benefits equaling 23% of this total salary are included for Ms. Dare.

Fringe benefits include:

Health Insurance	6.10%	\$ 777.75
401(k)	6.00%	\$ 765.00

FICA	7.65%	\$ 975.38
Unemployment Insurance	3.25%	\$ 414.37
Total		<u>\$2,932.50</u>

Travel **\$214.00**

Local travel around the community to raise awareness to rape prevention and crisis services offered by Smith County Rape Crisis Center in the first five months of service. 389 miles x .55/per mile = \$213.95.

Operating Expenses

Telephone Expenses **\$257.00**

This figure is based on monthly local telephone and voice mail charges for the agency of \$60.37 (\$724.44 per year or \$1,026.29 for the 17 month contract); the PHBG funds will cover one quarter of this to support the program (\$15.094 per month or \$256.60 for the 17 month contract).

Postage **\$76.00**

This line item represents the cost of postage including stamps and specialty carrier costs (UPS, FED EX) to mail items to/for clients. It is estimated that this will cost approximately \$76 a year based on historical costs.

Equipment **\$500.00**

The agency needs to purchase a new desktop for the Victim Services Advocate. It is estimated we will be able to purchase a good desktop with Microsoft Office software for \$500.00. Ms. Dare uses a computer to write case management plans and other documents needed to support direct services to our clients. This computer will be purchased in January 2010.

Total: **\$20,393**

APPENDIX C
WRITING GOALS AND OBJECTIVES

Goals and Objectives should be S.M.A.R.T.
What are S.M.A.R.T. Measures?

Specific - Your goals should be stated as simply, concisely and explicitly as possible.

Measurable - Goals should be measurable and quantifiable. If you're stating an increase, that increase must be measured.

Achievable - An achievable goal is realistic given your current situation, resources and time available. Is this possible or do-able?

Relevant - A relevant goal should help you on your mission or your "bigger" objectives. Is this important to the overall objective?

Time-bound - A time-bound goal includes realistic timeframes. Whenever applicable, time constraints must be defined.

Attachment A: Letters of Commitment or Statements of Support

Attachment B: Project Budget and Narrative

Attachment C:
501 (c) (3) Letter (Private
Non-Profit Agencies)
or
Document Verifying Legal
Name (Public Agencies)

**Not required if previously submitted to the Division of Public Health in
response to a general request for documentation made in January 2009**

Verification of 501 (C)(3) Status

We, the undersigned entity, hereby testify that the undersigned entity's 501 (c)(3) status, on file with the North Carolina Department of Health and Human Services, Division of Public Health, is still in effect.

Name of Agency

Signature of Chairman, Executive Director, or other authorized official

Title of above signed authorized official

Sworn to and subscribed before me this _____ day of _____, 2009.

Notary Signature and Seal

Notary's commission expires _____, 20 ____.

IRS Verification (1/99)
Contracts

Attachment D: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Contracts

**Not required if previously submitted to the Division of Public Health in
response to a general request for documentation made in January 2009**

ATTACHMENT D

[Print on Agency Letterhead]

**Letter from Board President/Chairperson Identifying
Individuals as Authorized to Sign Contracts**

I, _____, Board President/Chairperson of
_____ [Agency/Organization's legal name] hereby identify the
following individual(s) who is (are) authorized to sign Contracts for the organization/agency named above:

Printed Name	Title
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Signature _____	* Title _____	Date _____
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*** Indicate if you are the Board President or Chairperson**

The fiscal year of the above named agency runs from months _____ to _____

Attachment E: Letter from Board President/Chairperson Identifying Individual(s) Authorized to Sign Expenditure Reports

Not required if previously submitted to the Division of Public Health in response to a general request for documentation made in January 2009

ATTACHMENT E

[Print on Agency Letterhead]

**Letter from Board President/Chairperson
Identifying Individuals as Authorized to Sign
Contract Expenditure Reports**

I, _____, Board President/Chairperson of
_____ [Agency/Organization's legal name] hereby identify the
following individual(s) who is (are) authorized to sign Contract Expenditure Reports for the organization/agency
named above:

Printed Name	Title	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

_____ Signature	_____ * Title	_____ Date
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** Indicate if you are the Board President or Chairperson*

Attachment F: Notarized Conflict of Interest Policy (Private Non-Profits Only)

**Not required if previously submitted to the Division of Public Health in
response to a general request for documentation made in January 2009**

Notarization of Conflict of Interest Policy

State of North Carolina, County of _____

I, _____, Notary Public for said County and State,
certify that _____ [Name of Board Chair or
Authorized Official] personally appeared before me this day and acknowledged that he/she is
_____ [Title] of
_____ [Agency/Organization's
full legal name] and by that authority duly given and as the act of the Organization, affirmed that
the foregoing Conflict of Interest Policy was adopted by the Board of Directors/Trustees or other
governing body in a meeting held on the ____ day of _____, ____.

Sworn to and subscribed before me this ____ day of _____, 2009.

Notary Signature and Seal

Notary's commission expires _____, 20 ____.

Instruction for Organization:

- Sign and attach the following pages after adopted by the Board of Directors/Trustees or other governing body,
- or**
- replace the following with the current adopted Conflict of Interest Policy.

Legal Name of Organization

Signature of Organization Official

Conflict of Interest Policy

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. **Duty to Disclosure** — Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. **Board Action** — When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of

interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. Violations of the Conflicts of Interest Policy — If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict — The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

Legal Name of Organization

Signature of Organization Official

Title of Organization Official

Date

Attachment G: Certification of No Overdue Taxes

**(Non-Public Entities - financial assistance
contracts)**

**Not required if previously submitted to the Division of Public Health in
response to a general request for documentation made in January 2009**

[Print on Agency Letterhead]

State Grant Certification – No Overdue Tax Debts¹

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the _____
[Agency/Organization's full legal name] does not have any overdue tax debts, as defined by **N.C.G.S. 105-243.1**, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of **N.C.G.S. 143C-6-23(c)** is guilty of a criminal offense punishable as provided by **N.C.G.S. 143-34(b)**.

Sworn Statement:

[Name of Board Chair] and

[Name of Second Authorizing Official] being duly sworn,
say that we are the Board Chair and _____ [Title of Second
Authorizing Official], respectively, of _____
[Agency/Organization's full legal name] of _____ [City] in the State of
_____ [State]; and that the foregoing certification is true, accurate and complete to the best of
our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State
funds will be reported to the appropriate authorities for further action.

_____ Signature	_____ Board Chair Title	_____ Date
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_____ Signature	_____ Title of Second Authorizing Official	_____ Date
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Sworn to and subscribed before me this _____ day of _____, 2009.

Notary Signature and Seal

Notary's commission expires _____, 20 ____.

¹ G.S. 105-243.1 defines: "Overdue tax debt – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

Attachment H: Federal Certifications

(for reference only – not for signature)

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Department of Health and Human Services Division of Public Health

Certification for Contracts, Grants, Loans and Cooperative Agreements

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

Signature

Title

Agency/Organization

Date

Certification Regarding Lobbying
Department of Health and Human Services
Division of Public Health

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Notwithstanding other provisions of federal OMB Circulars A-122 and A-87, costs associated with the following activities are unallowable:

Paragraph A.

- (1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity;
- (2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
- (3) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), or with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- (4) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign; or
- (5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

The following activities as enumerated in Paragraph B are excepted from the coverage of Paragraph A:

Paragraph B.

- (1) Providing a technical and factual presentation of information on a topic directly related to the performance of a grant, contract or other agreement through hearing testimony, statements or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof; provided such information is readily obtainable and can be readily put in deliverable form; and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing.
- (2) Any lobbying made unallowable by subparagraph A (3) to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement.
- (3) Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

Paragraph C.

- (1) When an organization seeks reimbursement for indirect costs, total lobbying costs shall be separately identified in the indirect cost rate proposal, and thereafter treated as other unallowable activity costs in accordance with the procedures of subparagraph B.(3).
- (2) Organizations shall submit, as part of the annual indirect cost rate proposal, a certification that the requirements and standards of this paragraph have been complied with.
- (3) Organizations shall maintain adequate records to demonstrate that the determination of costs as being allowable or unallowable pursuant to this section complies with the requirements of this Circular.
- (4) Time logs, calendars, or similar records shall not be required to be created for purposes of complying with this paragraph during any particular calendar month when: (1) the employee engages in lobbying (as defined in subparagraphs (a) and (b)) 25 percent or less of the employee's compensated hours of employment during that calendar month, and (2) within the preceding five-year period, the organization has not materially misstated allowable or unallowable costs of any nature, including legislative lobbying costs. When conditions (1) and (2) are met, organizations are not required to establish records to support the allowability of claimed costs in addition to records already required or maintained. Also, when conditions (1) and (2) are met, the absence of time logs, calendars, or similar records will not serve as a basis for disallowing costs by contesting estimates of lobbying time spent by employees during a calendar month.
- (5) Agencies shall establish procedures for resolving in advance, in consultation with OMB, any significant questions or disagreements concerning the interpretation or application of this section. Any such advance resolution shall be binding in any subsequent settlements, audits or investigations with respect to that grant or contract for purposes of interpretation of this Circular; provided, however, that this shall not be construed to prevent a contractor or grantee from contesting the lawfulness of such a determination.

Paragraph D.

Executive lobbying costs. Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally sponsored agreement or regulatory matter on any basis other than the merits of the matter.

Signature

Title

Agency/Organization

Date

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

N. C. Division of Public Health
RFA#: A-192
Date: June 22, 2009

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REVISED 12-20-07 (DPH Revised 10-24-08)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to which the proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency of which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Title

Agency/Organization

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Department of Health and Human Services Division of Public Health

- I. By execution of this Agreement the Contractor certifies that it will provide a drug-free workplace by:
- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - C. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - E. Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
 - F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

II. The site(s) for the performance of work done in connection with the specific agreement are listed below:

1. _____
(Street address)

(City, county, state, zip code)

2. _____
(Street address)

(City, county, state, zip code)

Contractor will inform the Department of any additional sites for performance of work under this agreement.

False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment, 45 C.F.R. 82.510.

Signature

Title

Agency/Organization

Date

Attachment I: Organizational Chart

Attachment J: Staff Resumes

Attachment K: Evaluation Tools

Attachment L: Board of Directors List (with term expirations)